

LIS

BIN INSPECTION



USER GUIDE

MAY 1993

PREFACE

This user guide is intended for the use of Federal Aviation Administration (FAA) personnel who have authorized access to the Logistics and Inventory System (LIS).

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1.0 OVERVIEW

1.1 GENERAL DESCRIPTION

Often an item must be removed from the storage location to be inspected (for various reasons) and returned to stock or it requires further action and/or disposition. If the material is to be removed from the warehouse building, the transaction will be handled under the loan procedures. The following constitutes bin inspection transactions:

- A. Known or suspect quality problems with material in a storage location.
- B. Material in stock that requires repack.
- C. Known or suspect misidentified material in stock.
- D. Material in stock that requires cataloging research.

NOTE: Mixed stock will be handled by speed memo and does not fall in the Bin Inspection category. If mixed stock, the Inventory Manager should contact the appropriate Stock Room Manager.

ATTENTION: If the National Stock Number of the item is on inventory freeze (current status code `4`) a bin inspection should not be initiated. However, there will always be exceptions, such as a high priority exist on an aircraft item and all serviceable stock needs to be removed from the location for a certification check.

The following procedures will apply:

- (1). The AML-621 Inventory Manager will obtain a voucher number from AML-621 and notify the Quality Control Section AVN-324, Technician of the requirement and the voucher number to be used on the AC-FORM 4700-1, work request.
- (2). The AVN-324 Technician will handscribe an AC-FORM 4700-1, work request and take it to the appropriate AML-300 stock room personnel.
- (3). AML-300 stock room personnel will make a manual entry in the CDS QUEUE, using transaction code 95C (issue to bin inspection). All serviceable stock for the specific NSN will be pulled.
- (4). The AVN-324 Technician will notify the AML-621 Inventory Manager of the exact quantity that was pulled.
- (5). The AML-621 Inventory Manager will process a issue transaction code 95C for the exact quantity pulled, using the same voucher number assigned to the AC-FORM 4700-1, work request. The LIS overnight batch process will produce a bin inspection issue/receipt document and be delivered to AML-621 the following day. This document will then be given to the AML-621 Inventory Manager

- (6). The AML-621 Inventory Manager will expedite delivery of the issue/receipt document to the AVN-324 technician, who will use it to return the appropriate number of units to stock.
- (7). The AVN-324 Technician will notify the AML-621 Inventory Manager as soon as sufficient units have been inspected and certified to meet the requisitioner's high priority request.
- (8). The Inventory Manager will arrange with the priority desk for the priority to be shipped using the procedures described in **paragraph; 6.4**, (Pg. 19 & 20).

The bin inspection issue transaction code 95C as well as the receipt from bin inspection transaction code 61 and the issue transaction code 80C condition code "I" will have been placed on the freeze file and will process in the proper order, once the inventory record status code "4" has been removed.

1.2 BENEFITS

This process will result in the proper accountability being maintained for these actions and will result in an audit trail being established that will allow this action to be reviewed from its beginning to its completion. In addition, it will result in the transaction being visible to all concerned, places the transaction under the physical inventory processes and improved managerial processes.

1.3 SCOPE

These procedures are applicable to Facilities and Equipment (F&E) and operating material equally.

1.4 SECURITY LEVELS

Since the Bin Inspection fields are contained in the Master Inventory record, security levels that are authorized to view, adjust, post issues and receipts, adjust quantitative fields, and accomplish file maintenance are authorized to view bin inspection. Only security levels 2-3-4-5 can perform file maintenance on bin inspection records. Any function that is affiliated with, or is a part of the FAA Logistics Center is authorized to withdraw material from storage in accordance with this user guide for inspection purposes.

1.4.1 STANDARD NOTATION FOR INPUT FROM THE KEYBOARD

Throughout the LIS USER GUIDE, the following conventions will be used consistently to indicate user keyboard entry.

EXAMPLE:

| WHEN THE USER SEES | IT REPRESENTS... | EXAMPLE... |
|--|--|---|
| [] (SQUARE BRACKETS) | A SPECIFIED KEY THAT SHOULD BE PRESSED. | [ENTER] |
| < >(GREATER THAN AND LESS THAN) | THE DATA TO BE IN PUT | <99> <01> |
| ALL CAPITAL LETTERS | A DATA OR FIELD NAME | TRANSACTION CODE CONTROL NUMBER |
| BOLD CAPS | INFORMATION FROM THE ACTUAL SCREEN | <99>-TO CANCEL OR RETURN TO LIS MAIN MENU |
| PRESS | INSTRUCTIONS TO DE-PRESS A KEY OR KEYS | PRESS [ENTER] |
| INPUT | INSTRUCTIONS TO TYPE THE SPECIFIED INPUT | INPUT OPTION NUMBER <2> |
| NOTE: | IMPORTANT INFORMATION | NOTE: SET PRINTER OR 132 COLUMN OUTPUT |
| [KEY NOTE] - [KEY NOTE] | COMBOS OF KEYS TO PRESS TOGETHER | HOLD THE FIRST KEY DOWN, PRESS THE SECOND |

2.0 BIN INSPECTION

2.1 IDENTIFY REQUIREMENTS/CONTACT IM

The Requestor/Inspector will, upon identifying a valid need to withdraw material from stock, contact the applicable Inventory Manager (IM) and furnish the following information via verbal contact or a speed memorandum:

- A. NSN
- B. Unit of Issue.
- C. Due-in-date (Estimated Date) the Requestor/Inspector expects to return the material to AML-310.
- D. Physical Condition of the material the only valid condition codes are Serviceable (S) and Repairable (R).
- E. Supply Support Code of Requestor or person requesting the inspection.
- F. Quantity, by condition needed for inspection purposes.
- G. Requestor's/Inspector's name (30 characters).
- H. Requestor's/Inspector's Routing Symbol.
- I. Requestor's/Inspector's telephone number (5 characters).
- J. Reason for inspection.

- K. Item serial number(s), if applicable. (Limit of 10 item serial numbers per transaction).
- L. The Job Order Number is required for items being sent to the Test Equipment Shop to be worked by Raytheon contract employees. The job orders maintained in each section will be used. The job order is optional for all other input transactions.
- M. In the event serviceable and repairable stock are to be inspected, two transactions will be required, i.e.; one transaction for serviceable and one transaction for repairable.

NOTE: The Requestor is the person requesting that the Bin Inspection be accomplished (This can be the inventory manager or another responsible person). The Inspector is the person accomplishing the physical Inspection of the material. In some instances, the Requestor and Inspector will be the same individual; however, all the data pertaining to each entry is required.

2.2 VERIFY QUANTITY, BY CONDITION

The Inventory Manager, **SHALL NOT APPROVE REQUESTS FOR BIN INSPECTION FOR ITEMS ON INVENTORY FREEZE**, otherwise the Inventory Manager will verify that the quantity by condition in the Master Inventory record is sufficient to satisfy the quantity, by condition, that the Requestor / Inspector needs. If the two are not in agreement the Inventory Manager advises the Requestor / Inspector and:

- A. If the available stock by condition is not sufficient to satisfy the Requestor's /Inspector's requirements, the transaction will be terminated and the Inventory Manager will initiate action to bring the Master Inventory record balance and stock count into agreement.
- B. If the Requestor / Inspector can perform the inspection with the stock that is available, continue with the transaction by completing and processing the Issue screen **ISS095**, (Pg. 22), to the computer processes.
- C. The Inventory Manager will enter a management code 5 or 6 to control the issue activity during the clean-up actions.

2.3 COMPUTER PROCESSES

The computer processes will:

- A. Automatically assign the issue voucher number unless it was manually assigned and entered.
- B. Credit the designated condition segment of the Master Inventory record.
- C. Debit the BIN segment of the Master Inventory record.
- D. Establish and/or debit the BIN subsidiary record, file Code I.
- E. Produce the FAALC Issue/Receipt document. This document will be forwarded to AML-322 for distribution to the applicable stock room.

2.4 MATERIAL MOVEMENT

The applicable Stockroom Manager will deliver the material and copies 1-2-3-4 of the FAALC Issue/Receipt document to a designated area and inform the Requestor/Inspector that the material is ready to be picked up. Bulk items will be delivered by the storage and distribution branch, AML-320.

2.5 RECEIPT OF MATERIAL WITHOUT PROPER DOCUMENTATION

If the Requestor/Inspector obtains the material without the proper paperwork, the Inventory Manager will obtain a manual voucher number from AML-621 and all data must be entered on transaction code 95C. The FAALC Issue/Receipt document will be sent to AML-621 for distribution to the applicable Inventory Manager. The Inventory Manager will forward all copies of the FAALC Issue/Receipt document to the Requestor/Inspector. The processes will then continue as described in the following paragraphs.

2.6 RESPONSIBILITIES OF REQUESTOR/INSPECTOR

The Requestor/Inspector will perform the required inspection and:

- A. Notify AML-315 that the material is ready to be picked up and the location of the material.
- B. AML-315 personnel will pick up the material and copies 1 and 3 of the FAALC Issue/Receipt document.

- C. Annotate the bottom part (Receipt) of copy 2 to reflect the results of the inspection and forward to the appropriate Inventory Manager.
- D. Retain copy 4 for reference.
- E. If an unlike item is to be returned, the Requestor/Inspector must XEROX the copies of the FAALC Issue/Receipt document to return the unlike item. The item that was originally issued can be returned on the original FAALC Issue /Receipt document.

2.7 RECEIPT OF MATERIAL FROM REQUESTOR/INSPECTOR

Upon receiving the material AML-314 will:

- A. Inspect the material, attach copy 3 of the Material Receipt document to the property and forward to the applicable stock room.
- B. If the material is to be condemned, prepare an AC FORM 4250-34, EXCESS/SURVEY SHIPPING ORDER, and forward the material and form to AML-334.
- C. Forward copy 1 of the Material Receipt document to AML-331 for record update.

2.8 RECEIPT OF AC FORM 4250-34

Upon receipt of the AC FORM 4250-34 and material, AML-334 will follow existing procedures.

2.9 PROCESSING RECEIPT TRANSACTION 61

AML-331 will input receipt transaction code 61, reference screen **REC015** (Pg. 24) to the Master Inventory record to debit the designated condition field, credit the BIN field and subsidiary file " I".

2.10 RECEIPT REVERSALS

In the event a mistake is made on the input transaction and the receipt needs to be reversed, a receipt reversal transaction 61R must be entered reference screen **REC030** (Pg. 25). Upon completion of the 61R, the original quantity that was entered will be subtracted and the Bin Subsidiary file will be re-established.

2.11 COMPUTER PROCESSES UPDATE MASTER INVENTORY RECORD

The computer processes updates the Master Inventory record and the Bin Inspection Subsidiary file.

2.12 STORAGE OF MATERIAL

The Storage and Distribution section will store the material.

2.13 RETURN STOCK TO VENDOR

If, after the necessary coordination between the Inventory Manager and the Requestor/Inspector, it is decided that the material is to be returned to vendor the following will be accomplished:

- A. The Requestor/Inspector will annotate the FAALC Issue/Receipt document to reflect "TO BE RETURNED TO VENDOR" and deliver copies 1 and 3 of the FAALC Issue/Receipt document with the material to AML-315.
- B. AML-315, Exception Control Unit, upon receiving material with copies 1 and 3 of the FAALC Issue/Receipt document from the requestor that is designated "TO BE RETURNED TO THE VENDOR" will:
 - (1). Forward copy #1 of the Material Receipt Document to AML-331 who will update the Master Inventory Record, as described in **paragraph 2.9** (Pg. 11).
 - (2). Retain the material and copy #3 of the Material Receipt Document in the Exception Control Unit pending final disposition instructions. when the material is returned to the vendor, copy #3 should be discarded.

2.14 INVENTORY MANAGER PROCESSING OPTIONS

The Inventory Manager, after the necessary coordination is performed will:

- A. **NO REPLACEMENT REQUIRED** - Prepare the necessary documentation to return the material to the vendor and forward it to AML-315. Use transaction code 79 to update the Master Inventory record; however a due-in will not be established.
- B. **REPLACEMENT REQUIRED** - Prepare the necessary documentation to return the material to the vendor. Use transaction code 77 to update the Master Inventory record and establish a Due-In.

NOTE: Transaction code 77 is not available at this time. If material is returned to vendor, use transaction code 79 until further notice.

- C. Annotate the shipping document to reflect "material to be returned to vendor" and the location of the material.

3.0 STOCK TO MASTER INVENTORY RECORD IMBALANCES

3.1 SHORTAGE

Warehouse Refusals are to be automated and will be accomplished as follows:

- A. After the Storage and Transportation personnel, AML-300, complete their research and review, they will enter the warehouse refusal data online and it will automatically route to the appropriate Inventory Manager.
- B. The warehouse refusal will be handled as a "Fill or Kill" transaction. The Inventory Manager will reverse the total quantity that processed and reenter the available on-hand quantity, using issue transaction code 95. When option <3> is selected the transaction will be reversed and be placed on the inventory managers queue for correction action. Option <6> will reverse the transaction without placing it in the Queue.
- C. The Inventory Manager will need to make a decision whether to put the item on inventory freeze or process a credit inventory adjustment for the quantity not found. If the item is to be placed on inventory freeze, the Inventory Manager should contact the Inventory Monitor so a current status 4 can be entered on the Master inventory record.

- D. If the decision is made to process an Inventory adjustment without putting the item on inventory freeze, the current \$600.00 criteria/procedures should be followed.

NOTE: (T/C 85 AND 86 NOT INCLUDED). The reversal 85R and 86R will still remain a manual process and will be accomplished by Redistribution and Marketing (AML - 334).

3.2 OVERAGES

- A. In certain situations all stock will need to be pulled. The issue transaction can only process for the quantity reflected on the Master Inventory record. When the stock is pulled and the shipping document is annotated "PULL ALL STOCK" and the material on hand and the quantity on the shipping document do not agree:
- (1). The Stock Room Manager will need to call the appropriate Inventory Manager and advise them of the difference.
 - (2). The Stock Room Personnel will change the shipping document to reflect the total quantity pulled prior to delivering the material to the Requestor/ Inspector.

- (3). The Inventory Manager will determine the cause for the overage, i.e.; Receipt pending posting, Issue posted pending pull or other situations that may account for the overage. Appropriate action may require the item to be placed on Inventory Freeze or processing of an adjustment.
- B. If the overage can not be identified to a pending or erroneous transaction(s), which further processing would correct, the following will apply:
- (1). If the unit price of the item is less than \$600.00 process an adjustment transaction code 17, using the voucher number that was used to process the original issue to Bin Inspection (T/C 95). This action will bring the record in balance with the physical count, by adding to the total onhand quantity and the Bin Inspection subsidiary file.
 - (2). If the unit price is \$600.00 or more the item will need to be placed on Inventory Freeze. It will be necessary to keep a manual record of the overage. Then after the final count has been completed, process as appropriate either a T/C 10 or T/C 11 adjustment to bring the record in balance with the physical count.

Then input a T/C 95C to cover the overage that was identified. Use the voucher number of original issue to Bin Inspection T/C 95, or a T/C 17 adjustment can be processed, using the original issue to Bin Inspection (T/C 95).

3.3 OVERAGES (OTHER)

The shipping document will have a specific quantity and the stock in location will exceed that amount. What action should be taken? Each situation will have to be evaluated and based on the final decision, it will be processed as follows:

- A. If, for instance, the material needs to be repacked, all stock will be pulled and the procedures described above will be accomplished reference paragraph **3.2, a (1) through (3)** (Pg. 15 & 16).
- B. If all the stock does not need to be pulled, the overage of stock should be ignored.

4.0 FILE MAINTENANCE

The BIN Subsidiary file, **File Code 03i**, (Pg. 26) can be file maintained with using the “Modify Bin Inspection screen”. The following fields can be file maintained:

DUE-IN-DATE

SUPPLY SUPPORT CODE

5.0 PHYSICAL INVENTORY

In the event the material is out of location for bin inspection and is selected for inventory, it will be counted by the inventory control section, AML-332.

6.0 ISSUE TRANSACTION

6.1 ISSUE MATERIAL FROM BIN TO USER

It may be necessary to issue material from the Bin field. In order to accomplish this, the input screens and applicable programs have been changed.

6.2 INPUT ISSUE SCREENS

The input issue screens for the following transactions have been modified to reflect "BIN/RTV VOUCHER NBR:_____"

6.3 APPLICATION ISSUE TRANSACTION CODES

Applicable issue transaction codes are: 66-67-68-71-72-73-76-78-80-91.

6.4 PRIORITY 1, 2 OR SHORT 4

Priority 1, 2 or short 4 exists and material is in bin inspection:

- A. An exception notice for the priority requisition will be on the appropriate Inventory Manager's queue as well as the Priority Desk queue. If the decision is made to ship the material before Bin Inspection action is completed, the following procedures will be applicable:
 - (1). The Inventory Manager will print the Exception notice from their queue (report number LGZ 600) and send the printed document to the Priority Desk. The Inventory Manager will also advise the Priority Desk personnel as to who has the material and the Bin Voucher number to be used.
 - (2). The Priority Desk personnel will retrieve the material, assign a manual issue voucher number and access the pending requisition from their queue. They will then enter the confirming data, manual issue voucher number, and appropriate issue transaction with modifier <C> and the Bin Issue voucher number and condition code I.

- B. The shipping document will print regardless of whether this action processes or not. If the transaction processes, it will update the Bin subsidiary file and the Bin field of the Master Inventory record for the quantity shipped and:
 - (1). If the transaction is for an expendable item, it will also update the "Total on Hand" quantity.
 - (2). If the transaction is for an E&R item, it will also update the Due In Facility subsidiary record and the Due In Facility field of the Master Inventory Record.
- C. If the transaction does not process, it will follow the current procedures, such as:
 - (1). Establish a Current Status code 3 on the Master Inventory record.
 - (2). If the Master Inventory record contains a Current Status code 4, the transaction will be placed on the Freeze File.

FIGURES (POTENTIAL TRANSACTION CODES)

1. Issues BIN Inspection - Transaction codes 95-95C-95Y-95R, (Pg. 22).
2. Receipt from BIN Inspection - Transaction code 61, (Pg. 24).
3. Receipt Reversal - Transaction code 61R, (Pg. 25).
4. Modify BIN Inspection Due-In - Transaction code 03i, (Pg. 26).
5. E&R (Rotable) Issue To Other Government Agency Transaction code 91C (Sample Screen), (Pg. 27).
6. Inventory Adjustment transaction code 17 (Debit), (Pg. 28).
7. Inventory Adjustment transaction code 34 (Credit), (Pg. 29).
8. FAALC Issue/Receipt Document, (Pg. 30).

SCREEN ILLUSTRATIONS

BIN INSPECTION ISSUE SCREEN ISS095

| | | |
|--|----------------|------------------------|
| 05/03/93 | LIS-ISSUES | ISS095 |
| **BIN INSPECTION** | | |
| NSN: 2840 01 050 1623 | T/C: 95 | T/C-MOD: _ COND-CD: _ |
| DUE-IN-DATE: _ _ _ | U/I: EA | PRIORITY-CD: 2 QTY : _ |
| VOUCHER-NBR: _ _ _ _ _ | SSC: _ _ _ _ _ | JOB-ORDER-NBR : _ _ _ |
| ITEM-SER-NBR: _ _ _ _ _ | | |
| REASON FOR INS: _ _ _ _ _ | | |
| PULL ALL STOCK ? : 0 (Y/N) | | |
| REQ NAME: _ _ _ _ _ | ROUT-ID: _ _ _ | REQ-EXT : _ _ _ |
| INSP NAME: _ _ _ _ _ | ROUT-ID: _ _ _ | INSP-EXT: _ _ _ |
| OPTION: _ #ENTER-PROCESS 2-FAST PATH 9>-ISSUES MAIN MENU | | |
| 3-MASTER INV INFO 99>-INVENTORY MANAGEMENT MAIN MENU | | |

FIGURE 1

1. Before processing, the user may view the Master Inventory record by selecting option <3>. After all data is entered and if the transaction processes to completion, the FAST PATH window will display with a message "TRANSACTION PROCESSED".
2. **PULL ALL STOCK.** User must enter a "Y" if all stock is to be pulled for inspection. Default option is "0". The words "**PULL ALL STOCK**" should also be entered in the clear text block, if the "Y" option is chosen.

3. If the transaction cannot process to completion, a REASON CODE TEXT MESSAGE will be displayed in the upper left corner of the screen:
 - A. MANAGEMENT CODE 6 ERROR ** ITEM MGR. APPROVAL
 - B. The transaction may be processed immediately by entering Issue Transaction code modifier <Y>.
 - C. The transaction may be placed on the Item Manager's Queue by hitting enter again at this time.

NOTE: If the user chooses to disregard the data and exit this screen before processing the transaction, the following options are available <2>, <9>, or <99>. Input OPTION NUMBER and press **[ENTER]**.

BIN INSPECTION RECEIPT SCREEN REC015

| | | |
|--|----------------------------|------------------|
| 05/03/93 | LIS/TRANSACTION PROCESSING | REC015 |
| **RECEIVE MATERIEL** | | |
| TRANSACTION CD: <u>61</u> | RECEIPT VOUCHER NBR | : _____ |
| NSN : _____ | CONTROL NUMBER | : _____ |
| QUANTITY : _____ | UNIT OF ISSUE | : _____ |
| COND CODE : _____ | PARTIAL QUANTITY | : _____ |
| LINE ITEM NBR : _____ | TOTAL COST | : _____ |
| PRIORITY CODE : <u>2</u> | | |
| UNLIKE NSN : _____ | SUPPLY SUPPORT CD | : _____ |
| AGREEMENT NBR : _____ | DATE BORROW/LOANED | |
| : _____ (MMDDYY) | | |
| ROUTING SYMBOL: _____ | DATE DUE IN/OUT | : _____ (MMDDYY) |
| ITEM SER NBR : _____ | ORDER NUMBER | : _____ |
| PO NUMBER : _____ | | |
| ENTER OPTION : __ | | |
| 1 - SELECT FAST PATH | | |
| 9 - EXIT TO RECEIPTS MENU | | |
| 99 - EXIT TO INVENTORY MANAGEMENT MENU | | |

FIGURE 2

BIN INSPECTION RECEIPT REVERSAL SCREEN REC030

| | | |
|--|----------------------------|--------|
| 05/03/93 | LIS/TRANSACTION PROCESSING | REC030 |
| **RECEIPT REVERSAL** | | |
| TRANSACTION CD : 61 R | RECEIPT VOUCHER NBR: _____ | |
| NSN : _____ | CONTROL NUMBER : _____ | |
| QUANTITY : _____ | UNIT OF ISSUE : _____ | |
| COND CODE : _____ | PARTIAL QUANTITY : _____ | |
| LINE ITEM NBR : _____ | TOTAL COST : _____ | |
| AGREEMENT NBR : _____ | SUPPLY SUPPORT CD : _____ | |
| PRIORITY CODE : <u>2</u> | | |
| ----- | | |
| ENTER DATA BELOW TO RE-ESTABLISH DUE-IN | | |
| DUE-IN NSN : _____ | | |
| DUE-IN DATE : _____ (MMDDYY) DUE-IN COND CODE: _____ | | |
| JOB ORDER NBR: _____ | | |
| ENTER OPTION : _____ | | |
| 1 - SELECT FAST PATH | | |
| 9 - EXIT TO RECEIPTS MENU | | |
| 99 - EXIT TO INVENTORY MANAGEMENT MENU | | |

FIGURE 3

BIN FILE MAINTENANCE SCREEN FIL095

```
05/03/93                LIS/FILE MAINTENANCE                FIL095
                        **03I MODIFY BIN INSPECTION**

NSN                      :0000 00 011 7500                CONTROL-NBR:31230102

DUE-IN-DATE   :031592

JOB-ORDER-NBR:

SSC            :A697365

PRESS ENTER TO PROCESS OR

      1 - SELECT FAST PATH EXIT
      9 - EXIT TO FILE MAINTENANCE MAIN MENU
     99 - EXIT TO INVENTORY MANAGEMENT MAIN MENU

                ENTER OPTION:___
```

FIGURE 4

LIS/ISSUES, ** E&R ROTABLE OTHER GOV'T ** ISS091

| | | | |
|---|-----------------------|------------------------------|-------------------------|
| 05/03/93 | LIS / ISSUES | | ISS091 |
| **E&R ROTABLE OTHER GOV'T** | | | |
| NSN | :0000 00 011 7500 | | |
| SSC | :1692447N1 | DESCRIPTION | :KIT 6190.1 CHP 61 |
| QTY | : <u>1</u> | PRICE | :\$ U/I:EA |
| T/C | :91 MOD:C | MAX ISSUE | : QUP VALUE : <u>1</u> |
| VOUCHER NBR:312339KA COND CD:I PRIORITY CD:1 DATE REQ'D :__ | | | |
| AGREEMENT NBR | : <u>NAT516</u> | REIMB APPROP NBR | :_____ |
| PO NBR | :_____ | IN SHOPS VOUCHER NBR | :_____ |
| REQUESTOR | :_____ | TELEPHONE NBR | :____ _ |
| MARK FOR | :_____/_____/_____ | | |
| APP TO CD | :_____ REQN NBR:_____ | BIN/RTV-VOUCHER-NBR:23002544 | |
| PRI REASON | :_____ | | |
| NOTAM | : <u>Y/N</u> | IF YES, NBR: | _____ |
| PREF SHP MD | : <u>Y/N</u> | IF YES, HOW: | _____ SPL SHIP TO:Y/N |
| OPTION:_ | ENTER-PROCESS | 2 - FAST PATH | 9 - ISSUES MAIN MENU |
| | | 3 - MASTER INV INFO | 99 - INV MGMT MAIN MENU |

FIGURE 5

NOTE: THIS IS A SAMPLE SCREEN FOR ISSUE TRANSACTION CODES 66 - 67 -68 - 71 - 72 - 73 - 76 - 78 - 80 - 91 TO REFLECT THE "BIN VOUCHER NUMBER".

LIS/ADJUSTMENTS PROCESSING, **BIN INSPECTION DEBIT** ADJ017

| | | | |
|---|--------------------------------|--|-----------|
| 05/03/93 | LIS/ADJUSTMENT PROCESSING | | ADJ017 |
| | BIN INSPECTION DEBIT | | |
| ADJ-T/C :17 | NSN: _____ | QTY: _____ | |
| ORIG-T/C: _____ | CONTROL-NBR: _____ | U/I: _____ | PRI-CD: 2 |
| COND-CD : _____ | DUE-IN(MMDDYY): ____/____/____ | LOT-NBR: _____ | |
| JOB-ORDER-NBR: _____ | SSC: _____ | ACTION(A=ADD , M=MODIFY) _____ | |
| EXPLANATION: _____ | | | |
| _____ | | | |
| _____ | | | |
| INSP: _____ | INSP-ROUT: _____ | INSP-EXT: _____ | |
| PRESS ENTER TO PROCESS TRANSACTION OR | | | |
| ENTER OPTION: _____ | | | |
| 1 - SELECT FAST PATH EXIT | | | |
| 9 - EXIT TO ADJUSTMENT MAIN MENU | | | |
| 99 - EXIT TO INVENTORY MANAGEMENT MAIN MENU | | | |

FIGURE 6

If Item is on Inventory Freeze, Current Status Code “4”, Lot Number must be entered and must match the precise lot number that is on the Inventory Suspense file.

NOTE: This adjustment screen is used to debit the master inventory record and the BIN subsidiary record. If transaction code 17 is valid, no FAALC Issue / Receipt document will be produced. The Inspector will have to handscribe a receiving document to return the material to stock to accomplish all the Master Inventory record updating actions.

LIS/ADJUSTMENT PROCESSING, **BIN INSPECTION CREDIT** ADJ034

| | | |
|--|---------------------------|---------------------|
| 05/03/93 | LIS/ADJUSTMENT PROCESSING | ADJ034 |
| **BIN INSPECTION CREDIT** | | |
| T/C:34 | NSN:_____ | QTY:_____ U/I:_____ |
| | CONTROL-NBR: _____ | LOT-NBR: _____ |
| EXPLANATION: _____ | | |
| PRESS ENTER TO PROCESS TRANSACTION OR | | |
| ENTER OPTION:_____ | | |
| 1 - SELECT FAST PATH EXIT | | |
| 9 - EXIT TO ADJUSTMENT MAIN MENU | | |
| 99 - EXIT TO INVENTORY MANAGEMENT MENU | | |

FIGURE 7

If item is on Inventory Freeze, Current Status Code “4”, Lot Number must be entered and must match the precise Lot Number that is on the Inventory Suspense File.

NOTE: This adjustment screen is used to credit the Master Inventory record and BIN subsidiary file.

BIN INSPECTION FAALC ISSUE / RECEIPT DOCUMENT

| | | | |
|---|-----------------------|--------------------|------------------|
| BIN INSPECTION | | | |
| FAALC ISSUE / RECEIPT DOCUMENT | | | |
| MATERIAL ISSUE DOCUMENT | | | |
| TRACKING-NBR: _____ | VOU-NBR: __ __ | T/C: ____ | PRI-CD: <u>2</u> |
| NSN: _____ | U/I: ____ | QTY: _____ | COND-CD: _ |
| SSC: __ _____ | DUE-IN-DATE: __/__/__ | JOB-ORD-NBR: _____ | |
| LOCATION: _____, _____, _____, _____, _____ | | | |
| ITEM SERIAL NBR: _____ | | *PULL ALL STOCK | |
| _____/_____/_____/_____/_____/_____/_____/_____ | | | |
| _____/_____/_____/_____/_____/_____/_____/_____ | | | |
| REASON FOR INSPECTION _____ | | | |
| _____ | | | |
| _____ | | | |
| REQUESTOR'S NAME: _____ | | R-ID: _____ | TEL-NBR: _____ |
| INSPECTOR'S NAME: _____ | | R-ID: _____ | TEL-NBR: _____ |

FIGURE 8, SCREEN 1 OF 2

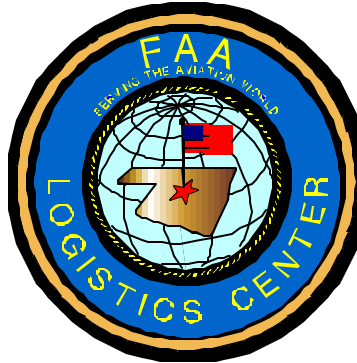
*TEXT WILL ONLY APPEAR IF PULL ALL STOCK INDICATOR "Y" IS
SELECTED WHEN ISSUE TRANSACTION CODE 95 IS INPUT.

FIGURE 8 IS CONTINUED ON NEXT PAGE

BIN INSPECTION FAALC ISSUE / RECEIPT DOCUMENT (continued)

| | | | |
|--|------------------|------------------------------|-----------------------------------|
| MATERIAL RECEIPT DOCUMENT | | | |
| (CONTINUED) | | | |
| NSN: _ | DISPLAY: _ | RECEIPT VOU-NBR: _ | |
| T/C: <u>61</u> | U/I: DISP | QTY: _ | COND-CD: _ JOB-ORD-NBR: DISPLAYED |
| UNLIKE NSN: _ | | ISSUE-CONTROL-NBR: DISPLAYED | |
| SSC: <u>DISPLAY</u> | PRI-CD: <u>2</u> | | ITEM-SER-NBR: _ |
| _, <u>DISPLAYED</u> , _, _, _ | | | |
| _, _, _, _, _ | | | |
| FINDINGS OF INSPECTION: _ | | | |
| _ | | | |
| IM-NAME: <u>DISPLAYED</u> | | ROUT-ID: <u>DISPLAY</u> | PHONE: <u>DISP</u> |
| RECEIVED BY: _ | | DATE: _ | |
| NOTE: FORWARD TO AML-322 FOR DISTRIBUTION | | | |
| PAGE #1-USED TO RECEIVE MATERIAL AND FORWARD TO (AML-331) | | | |
| PAGE #2-REQUESTOR / INSPECTOR ANNOTATES FINDINGS OF INSPECTION AND FORWARDS TO IM | | | |
| PAGE #3-FORWARD WITH MATERIAL TO STORAGE (AML-320) | | | |
| PAGE #4-REQUESTOR / INSPECTOR RETAINS | | | |
| PAGE #5-PAGE #6, DESTROY OR USE AS APPROPRIATE | | | |

FIGURE 8 SCREEN 2 OF 2



This User Guide has been prepared by the

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